

**Request for
Statement of Qualifications
for
Alternate Township Engineer**

East Coventry Township

855 Ellis Woods Road
Pottstown, PA 19465
(610) 495-5443
(610) 495-9925 FAX

Board of Supervisors

W. Atlee Rinehart, Chairman
Jay Doering, Vice-Chairman
Robert F. Preston, Member
Timothy Roland, Member
Rosemarie Miller, Member



I. Purpose of Request

East Coventry Township is hereby soliciting qualifications for the position of Alternate Township Engineer. The Alternate Township Engineer shall perform services at the request of the Board of Supervisors on an as-needed basis, in lieu of the appointed Township Engineer to include subdivision and land development plan review or other special projects.

II. Instructions to Respondents

Seven proposal copies shall be submitted by 4:30 p.m., Wednesday January 31, 2007 to:

Mr. Casey LaLonde, Township Manager
855 Ellis Woods Road
Pottstown, PA 19465

III. Selection Criteria

Upon receipt of the statement of qualifications, interviews are proposed for on Monday, February 5, 2007 with the East Coventry Township Board of Supervisors. The Board of Supervisors shall, in addition to reviewing the firm's qualifications, contact professional references included in the qualifications package.

IV. Required Information

The following information is required to ensure a comprehensive review of the responding firm's qualifications:

1. Introduction – provide a description of your firm, principals, a general summary of the firm's experience and specialties, years in business and branch offices.
2. Experience – provide a description of your firm's experience and provide examples of recent municipal projects.
3. Personnel – provide detailed information about key engineering and support staff that will be assigned to the Township.
4. Response Time – please provide an estimate for turn-around times for subdivision and land development plan review.
5. Fee Schedule – please provide the firm's current fee schedule.
6. Professional References – please include a list of not less than three (3) professional references to include at least two (2) municipalities.

For questions or clarifications, please contact Casey LaLonde, Township Manager, at 610-495-5443 x 100 or via email at clalonde@eastcoventry-pa.gov.